



POLICY ON SPONSORSHIP REQUESTS

The purpose of this policy is to establish guidelines regarding First 5 Inyo County's intent to promote the Commission's mission through the support of sponsorships. Through this policy, the Commission will provide guidelines for sponsorship requests.

For purposes of this policy, a sponsorship request can be categorized as an opportunity for the Commission to support a particular event with the condition that such event and/or host organization meet the defined criteria.

CRITERIA

Requests will be reviewed based on the following criteria including, but not limited to:

1. Funds may not be used for personnel costs.
2. Proposed event must be consistent with at least one of the Strategic Results within the Commission's Strategic Plan.
3. Proposed event must benefit children 0-5 years of age, and their families.
4. Applicant must demonstrate fiscal accountability.
5. Proposed event must not unlawfully discriminate.
6. Cost effectiveness of request.
7. Funds may not be used for fundraising events such as walk-a-thons, tournaments, fashion shows, and ongoing fundraising expenses in an organization.
8. Funds may not be used for events designed to elect candidates to public office nor make references to political campaigns or issues.
9. Applicant must demonstrate the benefit the event will bring to the children and families the Commission aims to serve.
10. Funds requested in this application may not supplant any existing revenue source. (Supplantation is defined as taking the place of something.) Rather, funds awarded through this application are to be used to supplement, or add to, existing levels of funding or services.
11. A specific event can be funded only once in a 12-month period. Funding is not intended for on-going program and activities, but for one-time only support. Sponsorship per year shall not exceed \$500.00 per event. An agency may submit multiple sponsorship applications, however no single agency may receive more than \$1,000 in total funding from the program in any 12-month period.
12. All printed materials are required to acknowledge the receipt of First 5 Inyo County funds. Before materials are printed and distributed, the final draft must be reviewed and approved by designated staff of First 5 Inyo County.
13. The requested funds must be available.
14. If in the judgment of the Inyo County Risk Manager, or designee, the risk of the event warrants such, applicant shall be required to procure and maintain a policy of broad form comprehensive general liability insurance with minimum coverage levels as determined by the Inyo County Risk Manager or designee.
15. Applicant must maintain a tobacco-free environment.

PROCESS

1. The organization submitting a sponsorship request must submit a completed sponsorship application.
2. If the proposed sponsorship request meets the criteria noted above, the request will be placed on the agenda for the next regularly scheduled meeting of the Commission.
3. The Commission will make the final determination to approve or disapprove a sponsorship request.
4. Allow for at least thirty (30) days to receive Sponsorship funding once your application is approved.
5. At the conclusion of the event, the Applicant will submit a final report to the Commission, within 30 days after the event date.

Adopted: April 28, 2004

Amended: _____